

Help Documentation

For

Appeal Execution (AE) Filing



**National Informatics Centre ,
Ministry of Electronics & Information Technology,
Government of India**

(A-Block, CGO Complex, Lodhi Road,
New Delhi – 110003)

March 2025

Step 1: Navigate to the dashboard and select **"File New Case"** from the left menu.

The screenshot shows the Jagriti dashboard. On the left, the 'File New Case' option is highlighted in the navigation menu. The main content area displays 'Cases in Commission' with three categories: 'Filed' (0), 'Disposed' (1), and 'Pending' (0). The 'Disposed' category is highlighted with a red box and a circled '1'. Below this, there are sections for 'Your Registered Cases' and 'Cases Against me', each with sub-categories and counts.

Version: 1.0
© e-jagriti Platform is developed, designed and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India

Step 2: Choose **"Appeal Execution"** from the list of case types in the selection menu.

The screenshot shows the 'File New Case' selection menu. The 'Case Type' dropdown is open, displaying a list of case types. 'Appeal Execution' is highlighted with a red box, and a red box with a circled '2' points to it. The list includes: Consumer Complaint (CC), Revision Petition (RP), Transfer Application (TA), Execution Application (EA), Review Application (RA), Caveat Application (CA), First Appeal (FA), Miscellaneous Application (MA), Interlocutory Application (IA), Appeal Execution (AE), Second Appeal (SA), and CCPA Appeal (CCPA).

Version: 1.0
Copyright © 2024 e-Jagriti. All rights reserved | Site designed, developed and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India

Step 3: Upon selecting **"Appeal Execution"** from the given case types,

3.1 : The required documents for case filing will be displayed.

3.2 : Click the "Next" button to proceed.

The screenshot displays the Jagriti web portal interface. On the left is a blue sidebar with navigation options: Dashboard, File New Case (selected), Payment History, Reply, Rejoinder, Subsequent Filing, and Know Your Case Number. The main content area is titled 'Case Type' and features a dropdown menu set to 'Appeal Execution'. Below the dropdown, a text box lists the required documents for filing an Appeal Execution, with a red box and arrow labeled '3.1' pointing to this list. The list includes: Index, Proforma for Filing Appeal Execution, Notarised Affidavit in support of pleadings filed before State Commission, Synopsis with List of Dates and Events, Memo of Parties, Appeal Execution with Notarised affidavit, Certified copy of order of State Commission in Execution Application, Add Annexures / Documents, Add Application (IA), and Vakalatnama. At the bottom right of the main content area, a blue 'NEXT' button with a right-pointing arrow is highlighted with a red box and arrow labeled '3.2'. The footer contains the NIC logo, copyright information, and the version number 'Version: 1.0'.

EN RYA Consumer / Authorised Representative

Dashboard > File New Case

Case Type

Case Type*
Appeal Execution

We may use a link for practice direction/filing proforma and other filing details.

The following documents are required to file in "Appeal Execution"

- > Index
- > Proforma for Filing Appeal Execution
- > Notarised Affidavit in support of pleadings filed before State Commission
- > Synopsis with List of Dates and Events
- > Memo of Parties
- > Appeal Execution with Notarised affidavit
- > Certified copy of order of State Commission in Execution Application
- > Add Annexures / Documents
- > Add Application (IA)
- > Vakalatnama

3.1

3.2

NEXT →

NIC National Informatics Centre

Version: 1.0

Copyright © 2024 e-Jagriti. All rights reserved | Site designed, developed and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India

Step 4:

4.1 : Either enter the old case format details

4.2 : Or the new case number format/filing reference number details.

4.3 : Click the "Submit button" to proceed.

The screenshot displays the 'File New Case' page on the Jagriti portal. The page features a blue sidebar with navigation options: Dashboard, File New Case, Payment History, Reply, Rejoinder, Subsequent Filing, and Know Your Case Number. The main content area shows a progress bar with five steps: 1. Case Details, 2. Impugned Order Details, 3. Appellant / Respondent, 4. Document Upload, and 5. Final Submission & Checkout. The current step is 'Case Details', which is highlighted with a red circle and the number 1. Below the progress bar, there is a section titled 'Enter Case Number Of Commission Below'. This section contains two options: 'Enter old Case Format Details' and 'Enter New Case Number Format / Filing Reference Number'. The 'Enter old Case Format Details' option has three dropdown menus: 'Commission Name*', 'State Commission (SCDR)*', and 'District Commission (DCDR)*', followed by a 'Case Number' text input field. The 'Enter New Case Number Format / Filing Reference Number' option has a single 'Case Number' text input field. A 'SUBMIT' button is located at the bottom right of the form. Red arrows and boxes labeled 4.1, 4.2, and 4.3 point to the dropdown menus, the input fields, and the submit button, respectively. The footer of the page includes the NIC logo and the text 'Version: 1.0 Copyright © 2024 e-Jagriti. All rights reserved | Site designed, developed and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India'.

Step 5 :

5.1: View the old case details including case number , case type, commission etc.

5.2: Click "Next" to proceed.

jagriti EN RIVA Consumer / Authorised Representative

Dashboard > File New Case

1 Case Details 2 Impugned Order Details 3 Appellant / Respondent 4 Document Upload 5 Final Submission & Checkout

Case Details Before SCDRC ← **5.1**

Case Number SC/3/EJA/48/2021	Complainant KRISHAN KUMAR SHARMA	Respondent OMAXE LIMITED
Case Type EXECUTION APPLICATION	Commission PUNJAB	Commission Type SCDR
State PUNJAB	Case Stage DISPOSED OFF	Date Of Order 07-09-2021
Case Category OTHERS	Case Sub Category HOUSING	

5.2 → **NEXT** →

Version: 1.0
Copyright © 2024 e-Jagriti. All rights reserved | Site designed, developed and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India

Step 6:

6.1: Enter the date of the impugned order or interim order, along with the date of receipt of the order.

6.2: Click "Next" to proceed.

The screenshot displays the 'File New Case' workflow in the Jagriti application. The progress bar at the top indicates five steps: 1. Case Details (marked with a green check), 2. Impugned Order Details, 3. Appellant / Respondent, 4. Document Upload, and 5. Final Submission & Checkout. The 'Case Details' section is active and contains three date input fields: 'Date of Impugned Order', 'Date of Interim Order', and 'Date of Receipt of Order'. A red box labeled '6.1' highlights the 'OR' text between the first two fields. A 'PREVIOUS' button is located on the left, and a 'NEXT' button is on the right. A red box labeled '6.2' points to the 'NEXT' button. The footer includes the NIC logo and copyright information: 'Copyright © 2024 e-Jagriti. All rights reserved | Site designed, developed and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India. Version: 1.0'.

Step 7:

7.1 :To add Appellant & Respondent details in the list ,tick the checkboxes.

7.2 :Click on “next” to view the details.

7.3 :Tick the checkbox to select an advocate & click "Add Another Advocate" if not listed.Click “Next” button.

The screenshot shows the 'File New Case' workflow in the Jagriti portal. The progress bar indicates the current step is 'Appellant / Respondent'. The 'Appellant & Respondent Details' table has two rows: '1 Krishan Kumar Sharma Main Complainant' and '2 Omaxe Limited Main Opposite Party'. Both rows have checkboxes that are highlighted with red boxes and labeled '7.1'. Below this table is a 'NEXT' button. The 'Advocate Details' table has one row: '1 Saksham Arora N/A N/A N/A'. A red box highlights the checkbox for this row, labeled '7.2'. To the right of this table is an 'ADD ANOTHER ADVOCATE' button. At the bottom, a red box highlights the 'PREVIOUS' button on the left and the 'NEXT' button on the right, with an arrow labeled '7.3' pointing from the 'PREVIOUS' button to the 'NEXT' button.

7.4 :View and edit the Appellant & Respondent details.

7.5 :Click "Next" to proceed.

The screenshot shows the 'Appellant & Respondent Details' section with expanded details. The 'Appellant & Respondent Details' table has two rows: '1 Krishan Kumar Sharma Main Complainant' and '2 Omaxe Limited Main Opposite Party'. Both rows have checkboxes that are checked. Below this table is a 'NEXT' button. The 'Party Name' table has two rows: 'Krishan Kumar Sharma' and 'Omaxe Limited'. The 'Role Type' column for 'Krishan Kumar Sharma' is 'Main Appellant/Petitioner' and for 'Omaxe Limited' is 'Main Respondent'. Both rows have 'VIEW/EDIT' buttons. A red box highlights the 'VIEW/EDIT' button for 'Omaxe Limited', labeled '7.4'. Below this table is an 'ADD PARTIES' button. The 'Advocate Details' table has one row: '1 Saksham Arora N/A N/A N/A'. A red box highlights the checkbox for this row, labeled '7.5'. To the right of this table is an 'ADD ANOTHER ADVOCATE' button. At the bottom, a red box highlights the 'PREVIOUS' button on the left and the 'NEXT' button on the right, with an arrow labeled '7.5' pointing from the 'PREVIOUS' button to the 'NEXT' button.

Step 8:

8.1: Upload the required documents: Index ,Proforma for Filing Appeal Execution, Notarised Affidavit in support of pleadings filed before State Commission, Synopsis with List of Dates and Events, Memo of Parties, Appeal Execution with Notarised affidavit, Certified copy of order of State Commission in Execution Application, Vakalatnama & Annexures (titled), or IA Application.

8.2: Click "Next" to proceed.

Dashboard > File New Case

Case Details Impugned Order Details Appellant / Respondent **Document Upload** Final Submission & Checkout

Upload Case Documents 8.1

S.No.	Document Name	Upload Document	Action
1	Index*	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
2	Proforma for Filing Appeal Execution*	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
3	Notarised Affidavit in support of pleadings filed before State Commission*	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
4	Synopsis with List of Dates and Events*	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
5	Memo of Parties*	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
6	Appeal Execution with Notarised affidavit*	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
7	Certified copy of order of State Commission in Execution Application*	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
8	Vakalatnama	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	

[+ ADD ANNEXURES / DOCUMENTS](#)
[+ ADD APPLICATION\(IA\)](#)

[← PREVIOUS](#) 8.2 [NEXT →](#)

Version: 1.0
Copyright © 2024 e-Jagriti. All rights reserved | Site designed, developed and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India

Step 9:

9.1: Select the commission name and tick the declaration checkbox.

9.2: Click the "Preview" button.

Dashboard > File New Case

Case Details Impugned Order Details Appellant / Respondent Document Upload Final Submission & Checkout

Your case will be filed in NCDRC

Commission
NCDRC

CAUTION: Once you finalize your case, you cannot edit it

I hereby declare that the information provided is true and correct

← PREVIOUS

PREVIEW →

Version: 1.0
Copyright © 2024 e-Jagriti. All rights reserved | Site designed, developed and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India

Step 10: Review the details on the Preview page.

10.1 : Click the "Edit" button to correct the respective section's information.

10.2 : Click "Final Submit" to complete the process.

Case Details

Filing Reference Number 202503270029	Case Type APPEAL EXECUTION	Previous Case Number SC/3/EA/48/2021
Previous Case Type EXECUTION APPLICATION	Previous Commission PUNJAB	Case Category HOUSING
Date Of Order Receipt 27-03-2025	Impunged Order Date 27-03-2025	Date Of Interim 27-03-2025

Appellant Details

Name KRISHAN KUMAR SHARMA	Mobile Number 9876500000	Email KRISHANKUMAR@GMAIL.COM
Is Senior Citizen NO	Is Widower NO	Is Differently Abled NO
Serious Alliments NO	Handicapped N/A	
Address Type PRESENT	House Number R/D SET NO. 1 SWARN BINDOO,MSAR RAILWAY STATION	Street N/A
Landmark N/A	Pin Code 110095	State DELHI
District EAST	Post Office DILSHAD GARDEN S O	Police Station N/A
Country INDIA	Nei NO	
Advocate Name SAKSHAM ARORA	Advocate Id 5764869	Mobile N/A
Email N/A	Bar Council Id N/A	
Address Type PRESENT	Pincode N/A	District N/A
State N/A		

Respondent Details

Name OMAXE LIMITED	Mobile Number 9876543456	Email OMAXE@GMAIL.COM
Is Senior Citizen NO	Is Widower NO	Is Differently Abled NO
Serious Alliments NO	Handicapped N/A	
Address Type PRESENT	House Number AT INDIA TRADE TOWER 1ST FLOOR, MADHYA MARG EXTENSION ROAD, NEW CHANDIGARH, MULLANPUR	Street N/A
Landmark N/A	Pin Code 110096	State DELHI
District EAST	Post Office GHALZIPUR B.O	Police Station N/A
Country INDIA	Nei NO	

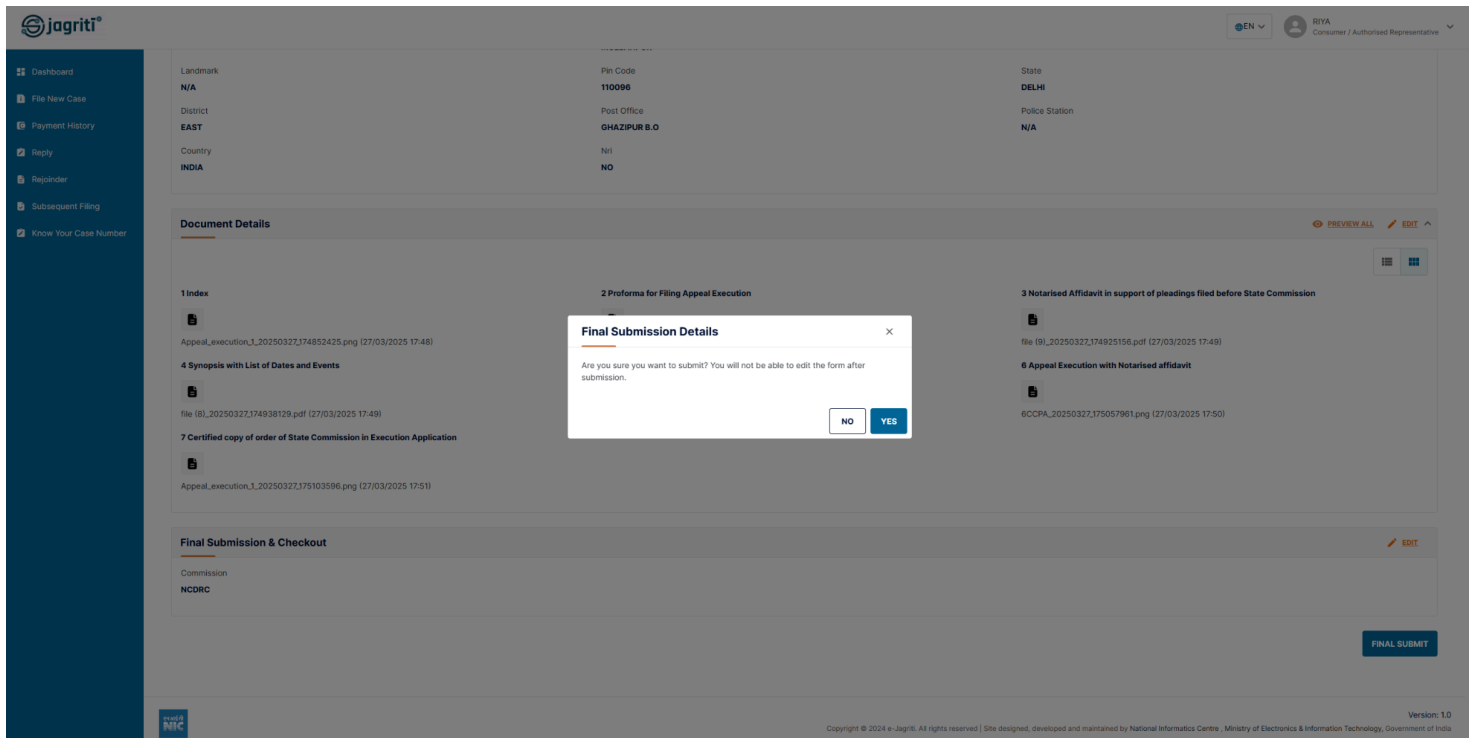
Document Details

1 Index file (Appeal_execution_1_20250327174852425.png (27/03/2025 17:48))	2 Proforma for Filing Appeal Execution file (101_20250327174916765.pdf (27/03/2025 17:49))	3 Notarised Affidavit in support of pleadings filed before State Commission file (91_20250327174825156.pdf (27/03/2025 17:49))
4 Synopsis with List of Dates and Events file (81_20250327174938129.pdf (27/03/2025 17:49))	5 Memo of Parties file (71_20250327175011907.pdf (27/03/2025 17:50))	6 Appeal Execution with Notarised affidavit 6CCPA_20250327175057961.png (27/03/2025 17:50)
7 Certified copy of order of State Commission in Execution Application file (Appeal_execution_1_20250327175103596.png (27/03/2025 17:51))		

Final Submission & Checkout

Commission
NCDRC

Step 11: Clicking "Final Submit" will trigger a pop-up to confirm submission.



Step 12: "Final Submit" generates a reference number and forwards the case to the respective commission.

